

**California Department of Health Services  
Application for Health Resources and Services Administration  
FY 2003 Cooperative Agreement  
Regional Special Projects Funding**

The Health Resources and Services Administration (HRSA) provides states with funding via cooperative agreements for the National Bioterrorism Hospital Preparedness Program. The mission of the National Bioterrorism Hospital Preparedness Program is to ready hospitals and supporting health care systems to deliver coordinated and effective care to victims of terrorism and other public health emergencies.

**Purpose**

The goal of the cooperative agreement is to upgrade the ability of health care entities to respond to terrorist incidents; develop a multi-tiered system in which these entities are prepared to triage, isolate, diagnose, treat and refer multiple victims to identified centers of excellence; and develop regional consortia to pool limited funding to accomplish these goals. California is required to allocate most of these funds to hospitals, emergency medical systems, poison control centers, community health centers, rural health clinics, federally qualified health centers, tribally-owned health care facilities serving American Indians and Alaska Natives, and other outpatient facilities that serve as vital points of entry into the health care system.

**Special Projects Funding**

HRSA awarded California \$38.8 million for Year 2 of the cooperative agreement, September 1, 2003 – August 31, 2004. (Los Angeles County has its own cooperative agreement funding from HRSA.) CDHS allocated approximately \$23.6 million of these funds as local assistance, via procedures recommended by a Joint Advisory Committee (JAC) convened to advise CDHS on both the Centers for Disease Control and Prevention (CDC) and HRSA bioterrorism cooperative agreements. Based on the JAC's recommendations, CDHS has allocated the local funding on a population-based formula basis.

In addition to the population-based funding, CDHS set aside up to \$1 million for regional special projects. The number of projects funded and the amount of funding per project will depend on the applications submitted and a review of the merits of those applications. There is no cap, beyond the \$1 million total set aside, on the amount of funding that applicants may request for a single project. If the amount of funding requested for projects that CDHS determines merit funding totals less than \$1 million, CDHS will redistribute the unspent portion of the set aside funds to augment the base funding for all local jurisdictions. If CDHS determines that none of the applications merit funding, CDHS will redistribute the entire \$1 million.

**Regional Special Projects Requirements**

Projects submitted for regional special projects funding must:

- be within the scope of the HRSA guidance (available at <ftp://ftp.hrsa.gov/hrsa/bioterror/bhppguidance.pdf> or <http://www.hrsa.gov/bioterrorism/bhppguidance.htm>); and

**California Department of Health Services  
Application for Health Resources and Services Administration  
FY 2003 Cooperative Agreement  
Regional Special Projects Funding**

- address one or more of the HRSA critical benchmarks; and
- suggest an innovative approach to preparedness and response for terrorism or other public health emergencies that could be replicated in the future by other entities and/or jurisdictions; and
- involve or benefit multiple entities and/or jurisdictions; and
- meet a special regional need or priority that cannot be easily met by a single entity or jurisdiction acting alone.

**Who Can Apply**

Entities or associations of entities that are identified in the HRSA guidance as the intended recipients of direct funding – hospitals, clinics, and EMS systems - may submit applications. Other entities such as local health departments and academic institutions may be partners in the application and as such should submit a letter of support; however, the proposal must clearly benefit hospitals, clinics, or EMS systems, or poison control centers.

**Application Requirements**

Applicants for regional special project funding must use the following forms supplied in the appendices:

Application Check List (Appendix A)

Application Cover Sheet (Appendix B)

The cover sheet must specify a designated entity, including contact information, that will accept the funds and be responsible for the proposed activities. The responsible entity must also sign the cover sheet. The cover sheet must also list all other entities participating as partners in the regional special project.

Application Narrative (Appendix C)

The narrative should be no longer than three single-spaced pages, exclusive of the budget and support letters. CDHS will require a more detailed scope of work, including timelines, for those projects selected for funding.

Budget (Appendix D)

Please complete the six line item budget form in the Appendix D. CDHS will require a detailed budget with justification for those projects selected for funding.

Letters of Support (No Form)

The application must also include a signed letter of support (on letterhead) from each entity listed as participating as partners in the regional special project.

**California Department of Health Services  
Application for Health Resources and Services Administration  
FY 2003 Cooperative Agreement  
Regional Special Projects Funding**

**Evaluation Process**

CDHS, in conjunction with a subcommittee of the HRSA/CDC JAC will review and evaluate the applications. In addition, HRSA must approve CDHS' funding recommendations. CDHS will require a full scope of work (including timelines) and a detailed budget with justification for those projects that are selected for funding. CDHS and the JAC subcommittee will use the following criteria to evaluate the proposals:

- Does the proposal address one or more HRSA Critical Benchmarks?
- Does the proposal address a documented need?
- Does the proposal promote regional preparedness and response?
- Does the proposal benefit multiple entities and/or jurisdictions?
- Does the proposal have a scope of work that cannot be easily accomplished by a single entity or jurisdiction?
- Does the proposal suggest an innovative approach to terrorism or other public health emergencies preparedness and response that could be replicated in the future by other entities and/or jurisdictions, including on a statewide or multi-state basis?
- Does the proposal focus on a need, such as mental health, special populations, rural needs, culturally competent services, etc., that has been only minimally addressed previously?
- Can the funds be encumbered and the proposal be initiated during this grant period (September 1, 2003 – August 31, 2004)?
- Is the proposal sustainable, as demonstrated by identified, non-HRSA sources for ongoing staffing, funding, or other needed resources?
- Does the proposal include the reporting of outcome measures, performance measures, or other mechanisms, including a program evaluation by which the benefit/success of the project can be measured?

**Deadlines**

Applications must be emailed to Jean Iacino, HRSA Cooperative Agreement Coordinator at [jiacino@dhs.ca.gov](mailto:jiacino@dhs.ca.gov) by March 12, 2004, with a hard copy of the complete application, with original signatures and all signed letters of support, postmarked no later than March 12, 2004. Mail to: Jean Iacino, P. O. Box 997413, MS 0002, Sacramento, CA 95899-7413. **No extension of the deadline will be granted.** Emails received after March 12, hard copies postmarked after March 12, and incomplete applications will not be considered.

**California Department of Health Services  
Application for Health Resources and Services Administration  
FY 2003 Cooperative Agreement  
Regional Special Projects Funding**

**Appendix A  
Application Checklist**

The following items must be included with this grant application package:

- ☐ Application Cover Sheet (Appendix B)
- ☐ Application Narrative (Appendix C)
- ☐ Budget Spreadsheet (Appendix D)
- ☐ Signed Letters of Support (No form)

**California Department of Health Services  
Application for Health Resources and Services Administration  
FY 2003 Cooperative Agreement  
Regional Special Projects Funding**

**Appendix B  
Application Cover Sheet**

Project Budget Period: September 1, 2003 – August 31, 2004

Total Amount Requested

\$ \_\_\_\_\_

Entity Designated to Receive Project Funds and Responsible for Project Implementation:

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Contact Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Other Entities Participating as Partners in the Regional Special Project (include a signed letter of support from each entity listed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**California Department of Health Services  
Application for Health Resources and Services Administration  
FY 2003 Cooperative Agreement  
Regional Special Projects Funding**

**Appendix C  
Application Narrative Template**

Please submit your narrative in the format below. The narrative should not exceed three pages but should broadly address the following areas.

**Critical Benchmark(s)**

List the critical benchmark(s) addressed by the proposal.

**Description of Regional Need**

Provide narrative of the regional need related to the critical benchmark. Please cite data sources that support the needs assessment. Discuss current capabilities in this area, including a discussion of previous activities undertaken relative to this benchmark(s).

**Description of the Project**

Describe the proposed project and clearly explain how the requested funding will be spent. Include a description of the proposed projects goals and major implementation activities, including identification of all project partners. Address how the proposed project addresses the identified critical benchmark(s) and accomplishes the following:

- promotes regional preparedness and response
- benefits multiple entities and/or jurisdictions
- has a scope of work that cannot be easily accomplished by a single entity or jurisdiction
- suggests an innovative approach to terrorism or other public health emergencies preparedness and response that could be replicated in the future by other entities and/or jurisdictions, including on a statewide or multi-state basis
- focuses on a need, such as mental health, special populations, rural needs, culturally competent services, etc., that has been only minimally addressed previously
- can be initiated during this grant period (September 1, 2003 – August 31, 2004)
- is sustainable, as demonstrated by identified sources for ongoing staffing, funding, or other needed resources
- includes outcome measures, performance measures, or other mechanisms, including a program evaluation by which the benefit/success of the project can be measured.

**California Department of Health Services  
Application for Health Resources and Services Administration  
FY 2003 Cooperative Agreement  
Regional Special Projects Funding**

**Appendix D  
Budget**

Personnel	\$
Fringe Benefits	\$
Operating Expenses <b>or</b> General Expenses	\$
Travel	\$
Equipment and Supplies (not related to Personnel)	\$
Subcontracts (List all subcontractors and amounts)	\$
<b>Total</b>	<b>\$</b>